



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See*Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Agrirama Development Authority P. O. Box Q, Eighth Street Tifton, Ga. 31794 Executive Directors Office	Application Number 80-362	
Application Number		Date Received SEP 12 1980	Date Completed SEP 24 1980
2. Person to Contact Charles Hall, Jr.		Working Title Executive Director	Telephone Number 912-386-3344
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1973 Present		5. Records Series Title (followed by title used in office, if different) Executive Directors Subject Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Georgia Agrirama Development Authority provides for the planning, development and operation of an agricultural and rural Georgia museum at Tifton, Georgia. Development of the complex is accomplished through acquisition, movement, and reconstruction of historic structures and artifacts which depict historic Georgia in a 19th century rural setting. It is officially recognized as the State Museum of Agriculture. The executive director under the general direction of the board of trustees of the Georgia Agrirama Development Authority is responsible for providing direction, administration and goals of the Georgia Agrirama Development Authority.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: All areas of interest and responsibility of the executive director. Included are: External correspondence and supporting papers, directives to division heads, grant requests, and approvals, budget request/approvals, new releases from similar institutions, listings of members of the board and their respective biographical sketches, and minutes of board meetings. File is arranged: 1973-June 30, 1980 alphabetically July 1, 1980-later years, alphabetically by FY			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>10</u> ; Seven to twelve months old <u>2</u> ; Thirteen to twenty-four months old <u>1</u> ; Twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>1 cubic foot</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 2 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Records have historical value since they document major functions, and administration of Agrirama.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 12 year(s); then
- ☒ Transfer to local holding area, hold 24 year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	7/31/80		
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	9-23-80
		Secretary of State/Designee	9-22-80
		Attorney General/Designee	9-24-80